

25X1A USAF

\*USAF Declass/Release  
Instructions On File\*

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[REDACTED]

29 November 1966

STANDARD OPERATING PROCEDURE

PACKING AND SHIPPING OF CLASSIFIED AND/OR DELICATE MATERIAL

I. PURPOSE: This SOP establishes procedures to be followed by all sections in the packing and shipping of classified and/or delicate material.

II. SCOPE: The provisions of this SOP apply to all personnel.

III. RESPONSIBILITY: The Director of Material and the Chief of Security are responsible for insuring adherence to the provisions of this SOP.

IV. DEFINITIONS:

A. Classified material is any item classified as Top Secret, Secret, or Confidential.

B. Delicate material is any item, either classified or unclassified, which is so designated as delicate by personnel who are shipping the item and who, thereby, request special packing and special handling.

PROCEDURES:

A. All classified or delicate items will be placed in the original containers, if available, before being turned into the Logistics Section for shipment.

B. All sections are responsible for notifying the Logistics Section of the classification of an item at the time it is turned over to Logistics for shipment.

C. All sections are responsible for notifying the Logistics Section whether an item, classified or unclassified, is delicate and whether it requires special handling and special packing.

D. Items classified Top Secret or Secret, will either be forwarded with a courier or in a pouch which will be sent via [REDACTED]

1. The Security Section will be responsible for providing courier. If a courier departs [REDACTED] the Security Section will be

responsible for assisting him in meeting and boarding his aircraft. If a courier departs [REDACTED] the Liaison Security Officer will be responsible for assisting the courier and has cargo through airport formalities and in boarding his aircraft.

2. Pouches will be sent with the daily Detachment courier to the Liaison Security Officer who will, in turn, be responsible for delivering the pouches to [REDACTED] will forward the pouches onward.

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E. Items classified Confidential do not require a courier, but certain safeguards are necessary. Therefore, Confidential items will be shipped either by registered mail via the APO or by special handling procedures within the Military Airlift Command (MAC).

F. The Logistics Section is responsible for sending appropriate advice concerning the above shipments.

## Distribution

### **Attachment Commander**

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